

**Report of the Chief Constable to the Chair and Members
of the Policy & Resources Panel
25th August 2011**

**Executive & Presenting Officer: Mrs Ann Hall, Assistant Chief Officer
(Finance & Commissioning)**

Status: For approval

Job Evaluation Software

1. Purpose

- 1.1 The purpose of this report is to seek approval from Members for the purchase of specialist job evaluation software.

2. Recommendations

Members are recommended to:

- 2.1 Approve the purchase of the job evaluation software.
- 2.2 Approve adding Job Evaluation Software as a capital scheme to the 2011/12 Capital Programme.

3. Reasons

- 3.1 Members will recall agreeing to the implementation of an analytical job evaluation scheme for Police Staff at their meeting of the Policy & Resources Panel on 28th April 2011.
- 3.2 Following a detailed cost benefit analysis, two job evaluation schemes have been selected as the most appropriate for Cleveland Police. The Police Staff Council thirteen factor scheme is to be used for all posts currently below Service Unit Manager level, and the Local Government Employers Senior

Officers' Scheme is to be used for all Police Staff posts of Service Unit Manager and Executive level.

- 3.3 The Police Staff Council (PSC) thirteen factor scheme uses computer software and involves a job interview with the post holder which then generates further information for person specifications. The thirteen factor areas covered in the scheme are:
- Knowledge
 - Mental skills
 - Communication / Interpersonal Skills
 - Physical Skills
 - Initiative & Independence
 - Contact with, Responsibility For Members of the Public
 - Responsibility for Supervision
 - Responsibility for Financial Resources
 - Responsibility for Physical Resources
 - Mental Demands
 - Emotional Demands
 - Physical Demands
 - Working Conditions
- 3.4 Pilat Human Resource Solutions hold the rights to this process and therefore the supporting software has to be purchased from them. The Force has negotiated a reduced rate for the system set up, and hosting and support for three years.
- 3.5 Grampian and South Wales Police both currently use this system of job evaluation, and it is the only system that is nationally supported by the Police Staff Council which includes UNISON.

4. Implications

4.1 Financial

The full costs are detailed in the table overleaf:

	Cost
<u>System Set-Up</u> <ul style="list-style-type: none"> ▪ Creating the base website system & report setup ▪ Moving the system to the live hosted environment ▪ Project Management 	£3,000 (one off fee)
<u>Web Gauge Software</u> <ul style="list-style-type: none"> ▪ Software Licence 	£24,000 (one off fee)
<u>Hosting and Support (for 3 years)</u> <i>(1st September 2011 to 31st August 2014)</i> <ul style="list-style-type: none"> ▪ Technical Handling ▪ Technical Support 	£3,000
	£30,000

4.2 There are sufficient funds available within the 2011/12 provision for business cases, as contained within the 2011/12 Capital Plan. If agreed, this scheme will be included in future capital monitoring reports.

4.3 Members will recall that at their meeting of 28th April 2011 they agreed that the new pay model and the costs of implementing an analytical job evaluation scheme would be cost neutral.

4.4 Diversity and Equal Opportunities

There are no diversity or equal opportunities implications arising from this report.

4.5 Human Rights Act

There are no Human Rights Act implications arising from this report.

4.6 Sustainability

There are no sustainability implications arising from this report.

4.7 Risk

There are no risk implications arising from this report.

5. Conclusions

5.1 Members have previously agreed to the implementation of an analytical job evaluation scheme including the use of the PSC thirteen factor scheme, which requires the purchase of specialist software

5.2 Members are recommended to approve adding Job Evaluation Software as a capital scheme to the 2011/12 Capital Programme.

Sean Price
Chief Constable